

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	SNE – Information/Communication Officer
<u>Job Location:</u>	Strategic Communications Division, EEAS HQ
<u>Job Number:</u>	249593
<u>Area of activity:</u>	Eastern Partnership and Russia strategic communications
<u>Category:</u>	AD
<u>Duration of secondment:</u>	one year (extendable)

Job Content

Overall purpose:

Based within the EEAS Strategic Communications Division, the expert will form part of a dedicated East Strategic Communication Task Force team working in support of overall EU communication efforts in relation to the Eastern Neighbourhood countries and Russia. He/she will be required to work closely with relevant policy divisions of the EEAS, the expert community, EU MS representatives, EU Delegations, Commission DGs and Commission Representations, external contractors and to provide support to the EEAS leadership, Spokespersons Service and other network of EU's communicators.

Functions and Duties:

Depending on the final job description agreed with the successful candidate, these could include a combination of the functions/ duties listed below.

The expert will contribute to:

- Working with press and communication teams in the EU Delegations in the EaP countries and Russia to consult, guide and assist them in improving the EU's strategic communication in the host countries.
- Producing analytical and creative content for campaigns in the EaP countries and Russia, including for the EEAS Russian language website to develop it as a primary reference source of the EU news and information for media and key stakeholders.
- Raising awareness on disinformation through the development of communication materials for the EUvsDisinfo website and for dedicated campaigns, including targeted products for the Disinformation Review and for the social media platforms (Facebook, Twitter, etc.);
- Increasing synergies and coordinating communication efforts with other EU institutions, EU Member States and other international actors in the EaP countries and Russia, including on raising awareness on disinformation.

Job Requirements

<u>Education and Training:</u>	A university diploma in political or social sciences, communications, journalism or a related field.
<u>Knowledge and Experience:</u>	The candidates should also have experience in communications and campaign planning, social media management or in creative writing (for instance journalism, strategic communications, campaigning, content production, advertising, online marketing, graphic design). An experience in the area of pro-Kremlin disinformation and the use of it as a tool of influence among other hybrid tools would be an asset. Knowledge of EU institutions, related decisional processes, EU external action and policies towards Eastern Partnership countries and Russia would be an asset.

Skills

<u>Linguistic skills:</u>	Thorough knowledge of English is required. Knowledge of Russian is important. Knowledge of another EU language would be an asset.
<u>Communication skills:</u>	Capacity to work and communicate under time pressure in an international diplomatic and multilingual environment. Experience with communication campaigns, social media or advertising would be an asset.
<u>Interpersonal skills:</u>	Teamwork. Coordination with other teams and effective time management.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Creativity and flexibility would be valuable assets.

Personal Qualities

Dynamic. Highly motivated and flexible personality. Adapting quickly to new situations and dealing with new challenges.